Introduction

How to Use This Manual

This manual describes how to use the SLGSafe system. It details how to gain access to the on-line ordering of US Treasury Securities - State and Local Government Series (SLGS) and how to use SLGSafe to effectively subscribe for, view, and alter these securities. Detailed steps for each task are outlined in table format to make them easier to find and clearer to read and follow.

Who Should Use This Manual

Any entity wishing to subscribe to SLGS, view the current status of a previous subscription, manage accounts, or alter information in an existing subscription, via the Internet, will find this manual a ready resource.

When is SLGSafe Available

SLGSafe is available from 8:00 am to 10:00 pm ET, Monday through Friday, except Federal Holidays. From 8:00 am to 10:00 am, some options are not available. At 10:00 am, when the SLGS Daily Rate Table is posted, you will then be able to initiate a Time or Demand subscription and request a redemption.

Web Browser Information

Users of this manual should have Internet access and a web browser that will allow them to access the World Wide Web (WWW). SLGSafe has been optimized for use with 128 bit data encryption. Users will want to obtain and install a copy of a current web browser prior to accessing SLGSafe.

Where to Go for Help

Any question or concern not covered within this text can be addressed to Special Investments Branch at 304-480-5299 or e-mail opda-sib@bpd.treas.gov.

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Explanation of Program Button Functions

This SLGSafe manual has been written to attain a high level of continuity throughout the program. You should find the workings of each screen to be consistent with all others. Because we have used buttons as a method for you, the user, to invoke action with the SLGSafe system, we thought it would be helpful to give a brief explanation of what you can expect each type of button to do when you click on it.

Button Name	Expected Action
HELP	Pressing this tab on any screen will bring up a separate window containing context sensitive help.
CLEAR	Pressing this button will clear the contents of all textboxes on the current screen. These textboxes are used for you to add or make changes to a subscription or case. If you choose to start all over, just click the CLEAR button and all information you have put in the textboxes will be wiped out.
CREATE PDF	Pressing this button will allow you to create a PDF of a file created within SLGSafe. From the Adobe Acrobat reader window, you can print the report by hitting the printer icon or you can save it to your PC. By saving the file to your PC, you will be able to email this file to anyone you choose.
REVIEW	Pressing this tab on an Add or Change screen will bring up another screen that concisely shows you the information changes you have made.
SUBMIT TO TREASURY	Pressing this button will send your additions and changes to the SLGSafe database for processing by the Special Investments Branch (SIB). You will receive a Confirmation page after you hit this button.
SLGSAFE E-MAIL	Pressing this button will allow you to send e-mail to SLGSafe. It will bring up your e-mail program with the "TO" field already completed with Special Investment's e-mail address, opda-sib@bpd.treas.gov.
SLGS DAILY RATE TABLE	Pressing this button will take you to a current listing of subscription rates.
SLGSAFE Home	Pressing this tab will take you back to the Main Menu for SLGSafe.